

**CITY OF CINCINNATI - BUILDINGS AND INSPECTION DEPARTMENT  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Buildings & Inspection			80-1	ACCIDENT REPORTS-ELEVATORS (report of accidents occurring in/on elevators in the city)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-1	ACCIDENT REPORTS-ELEVATORS (report of accidents occurring in/on elevators in the city)	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-2	ACTIVITY REPORTS (employees reports of activity or work accomplished)	Current + 3 years	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-3	ANNUAL BUDGET (of this department)	Permanent	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-4	ANNUAL REPORT (of this department-record copy in Municipal Library)	5 years	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-5	ANNUAL INSPECTION REPORTS - HOUSING (inspection reports of rooming houses, fraternity houses, etc.)	5 years, provided any and all violations have been corrected	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-6	ATTENDANCE REPORTS (of this department-record of employee attendance, vacation, and sick leave)	Current + 3 years		01/01/1980	Herbert E. G---
Buildings & Inspection			80-7	CASE FILES - BOARD OF ZONING APPEALS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-7	CASE FILES - BOARD OF ZONING APPEALS	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-8	CASE FILES - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-8	CASE FILES - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-9	CASE FILES - BOARD OF BUILDING STANDARDS & APPEALS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-9	CASE FILES - BOARD OF BUILDING STANDARDS & APPEALS	Permanent	Microfilm	01/01/1980	Herbert E. G---

**CITY OF CINCINNATI - BUILDINGS AND INSPECTION DEPARTMENT  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Buildings & Inspection			80-10	CASE FILES - BOARD OF HOUSING APPEALS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-10	CASE FILES - BOARD OF HOUSING APPEALS	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-12	CITY BULLETINS (record copy in Municipal Library)	Current year	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-13	CLAIM VOUCHERS (of this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-14	COMPLAINTS (written complaints from citizens - regarding which no orders were issued by inspectors)	Current + 3 years	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-15	DECISIONS - BOARD OF ZONING APPEALS (formal decisions on cases issued by Zoning Appeals Board)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-15	DECISIONS - BOARD OF ZONING APPEALS (formal decisions on cases issued by Zoning Appeals Board)	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-16	DECISIONS - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS (formal decision of Director regarding zoning cases)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-16	DECISIONS - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS (formal decision of Director regarding zoning cases)	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-17	INSPECTION REPORTS - ELEVATORS (includes inspection reports on passenger and freight elevators and safety reports)	Until microfilmed, then destroy	Paper	01/01/1980	Herbert E. G---

**CITY OF CINCINNATI - BUILDINGS AND INSPECTION DEPARTMENT  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Buildings & Inspection			80-17	INSPECTION REPORTS - ELEVATORS (includes inspection reports on passenger and freight elevators and safety reports)	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-18	MINUTES OF THE ZONING APPEALS BOARD	Permanent	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-19	MONTHLY REPORTS (summary of activity - permits issued, inspections completed, etc. on a monthly basis)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-19	MONTHLY REPORTS (summary of activity - permits issued, inspections completed, etc. on a monthly basis)	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-20	ORDERS AND PERMITS FILES (includes permit applications, permits, correspondence, inspectors' notes and sketches, may include certificate of occupancy)	Until microfilmed, then destroy	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-20	ORDERS AND PERMITS FILES (includes permit applications, permits, correspondence, inspectors' notes and sketches, may include certificate of occupancy)	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-21	PAYROLL VOUCHERS (of this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-22	PERMITS (filed by permit number)	Current + 3 years	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-23	PERSONNEL FILES (for this department--file folders or cord files regarding employees' employment records - record copy in Personnel Department)	1 year after termination of employment	Paper	01/01/1980	Herbert E. G---

**CITY OF CINCINNATI - BUILDINGS AND INSPECTION DEPARTMENT  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Buildings & Inspection			80-24	PLANS (final approved plans of buildings for which permits have been issued) Note:All plans after 1968 should be placed on microfilm. Earlier plans have been reviewed separately and have been scheduled on a One Time Disposal Application for this department.	Until microfilmed, then destroy	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-24	PLANS (final approved plans of buildings for which permits have been issued) Note:All plans after 1968 should be placed on microfilm. Earlier plans have been reviewed separately and have been scheduled on a One Time Disposal Application for this department.	Permanent	Microfilm	01/01/1980	Herbert E. G---
Buildings & Inspection			80-25	PURCHASE ORDERS (for this department - record copy in Purchasing Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-26	REQUISITIONS (for this department-record copy in Purchasing Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-27	SOLICITOR'S OPINIONS (for this department-record copy in Law Department)	Review for disposal after 5 years	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-28	SPECIAL PROGRAM INSPECTION RECORDS (inspection reports on special programs such as the Neighborhood Improvement Program where no construction work took place)	7 Years after termination of progress	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-29	TRAVEL EXPENSE REPORTS (for this department - record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---
Buildings & Inspection			80-48	GENERAL CORRESPONDENCE	1 Year then review for disposal	Paper	01/01/1980	Herbert E. G---

**CITY OF CINCINNATI - BUILDINGS AND INSPECTION DEPARTMENT  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Buildings & Inspection			98 1	Orders and Permit Files	Until microfilmed, then destroy	Paper	05/08/1998	Langevan, William E.
Buildings & Inspection			98-1 A	Orders and Permit Files	Permanent	Microfilm	05/08/1998	Langevan, William E.
Buildings & Inspection			98-3	Plans-final approved plans of buildings for which permits have been issued.	Until microfilmed, then destroy	Paper	05/08/1998	Langevan, William E.
Buildings & Inspection			98-3 A	Plans-final approved plans of buildings for which permits have been issued.	Permanent	Microfilm	05/08/1998	Langevan, William E.
Buildings & Inspection			98-4 A 1	Specifications to plans and permits	Until microfilmed, then destroy	Paper	05/08/1998	Langevan, William E.
Buildings & Inspection			98-4 A 2	Specifications to plans and permits	Permanent	Microfilm	05/08/1998	Langevan, William E.
Buildings & Inspection			98-3 (Revised)	Plans - final approved plans of buildings and other structures for which permits have been issued.	Until scanned and saved to digital media. If identified for historical value, offered to the University of Cincinnati Archives	Paper	11/06/1998	Mercer, David
Buildings & Inspection			98-3 A	Plans - final approved plans of buildings and other structures for which permits have been issued.	Non specified, ergo perpetual	Digital media	11/06/1998	Mercer, David
Buildings & Inspection			98-4a 1 (Revised)	Specifications to plans and permits. All major plans identified for historical value will be offered to the University of Cincinnati Archives	Until scanned and saved to digital media. If identified for historical value, offered to the University of Cincinnati Archives	Paper	11/06/1998	Mercer, David
Buildings & Inspection			98-4a 2 (Revised)	Specifications to plans and permits. All major plans identified for historical value will be offered to the University of Cincinnati Archives	Non specified, ergo perpetual	Digital media	11/06/1998	Mercer, David